GCE ICT
Data Processing
Assignment

Spreadsheet
User Guide

Hardware and Software Requirements

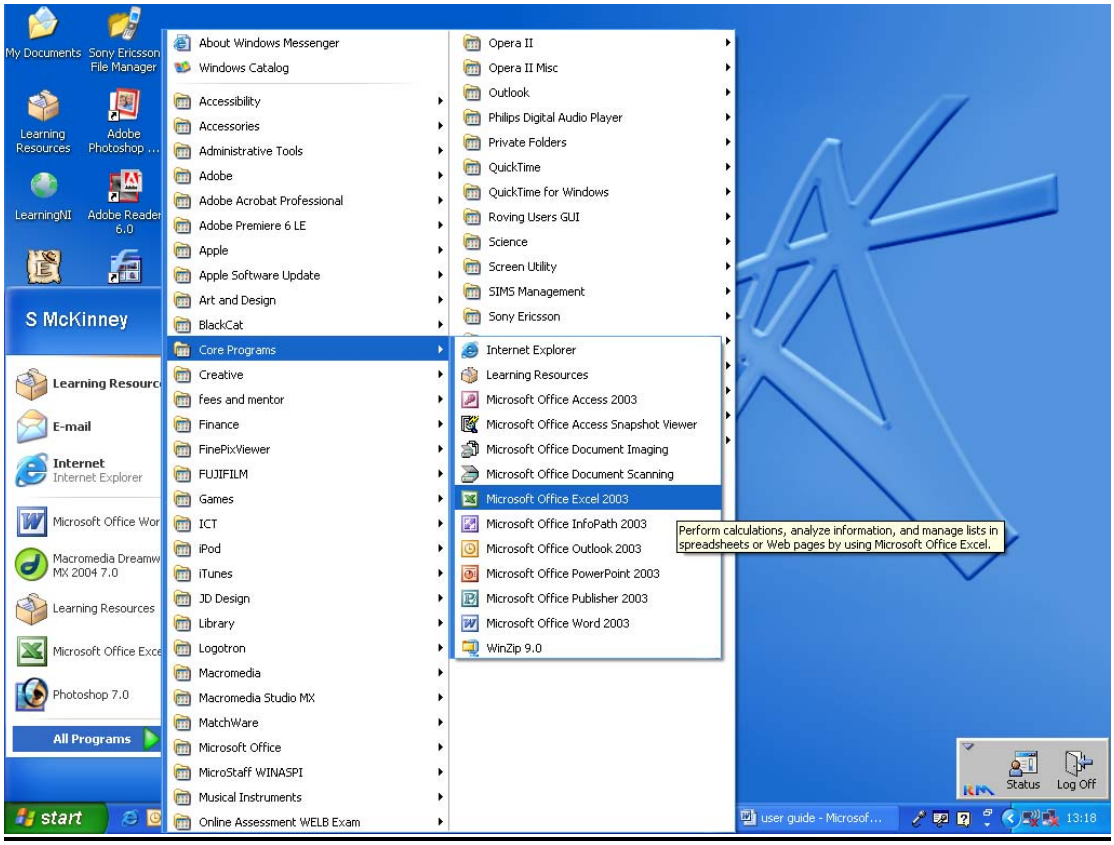
Hardware

Hardware Item	Specification
Processor	1.8GHz, 800MHz, 1MB cache
Hard Disk 20GB	20GB
RAM	1024MB
Graphics Card	128MB
Monitor	1024 * 768 resolution
CD Drive	
Standard Qwerty keyboard	
Mouse	

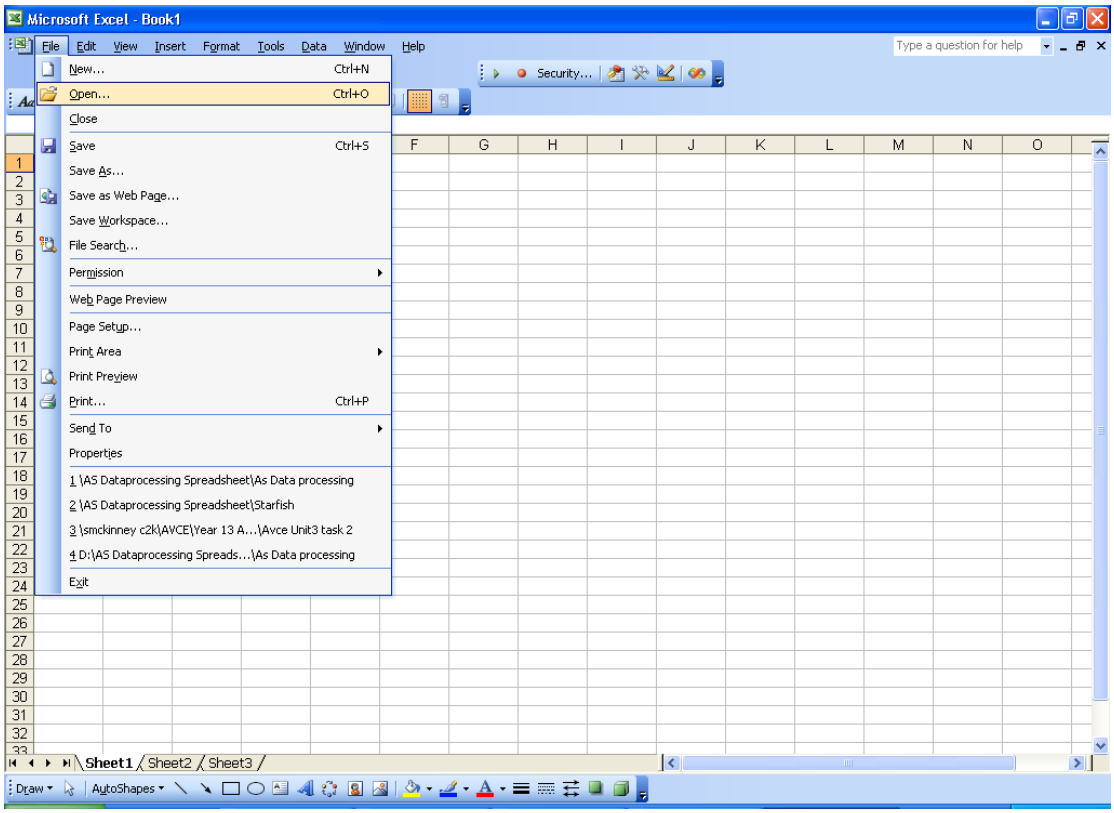
Software

Software Item	Specification
Windows	Vista, professional, Home
Microsoft Excel	2003 or later

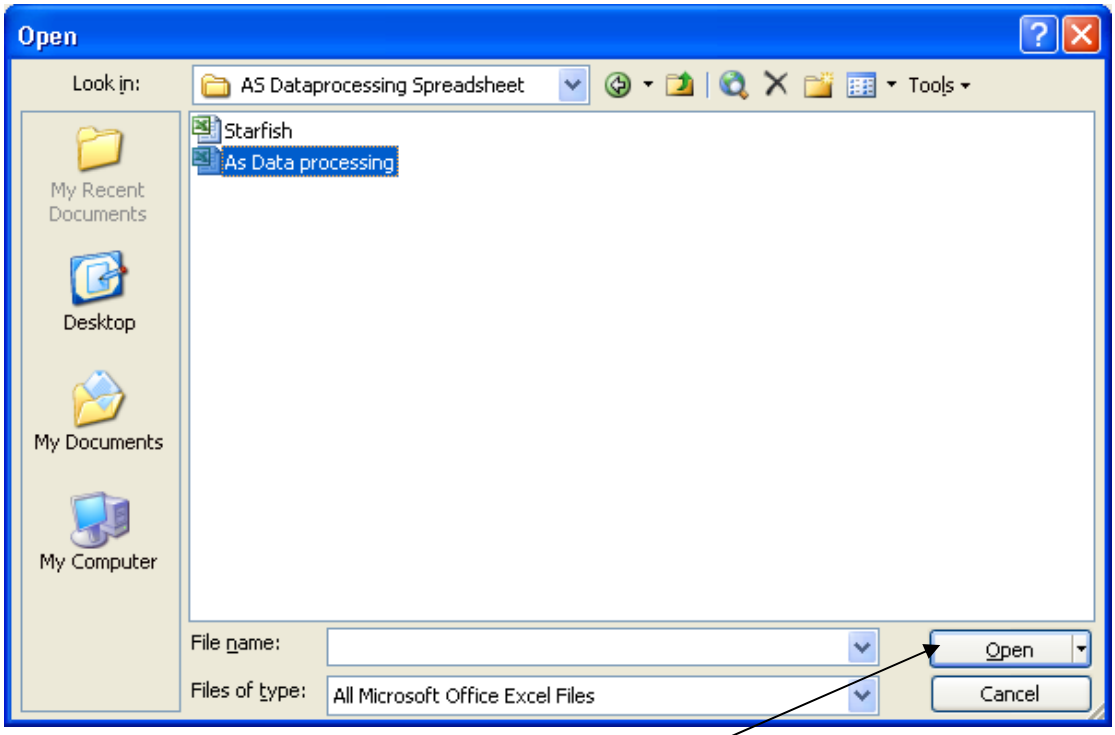
Opening the Spreadsheet



When opening the spreadsheet click on Start – Core Programs – Microsoft Excel

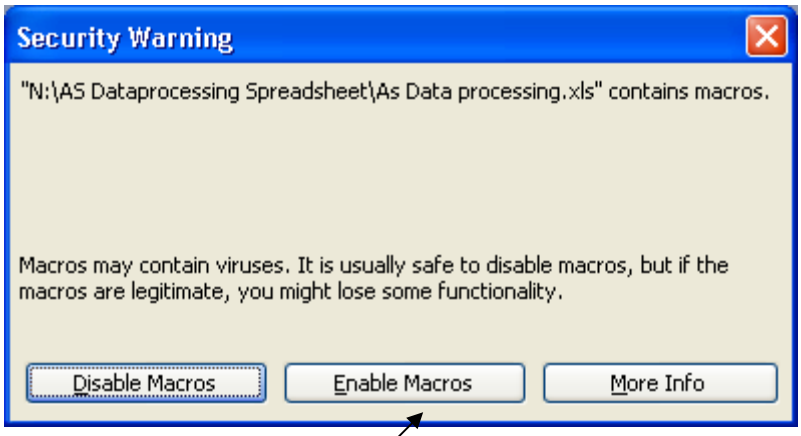


Click on File Open

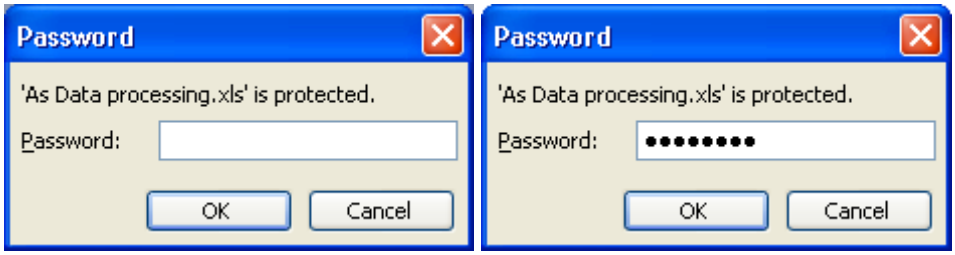


Select the File AS Data Processing and click Open

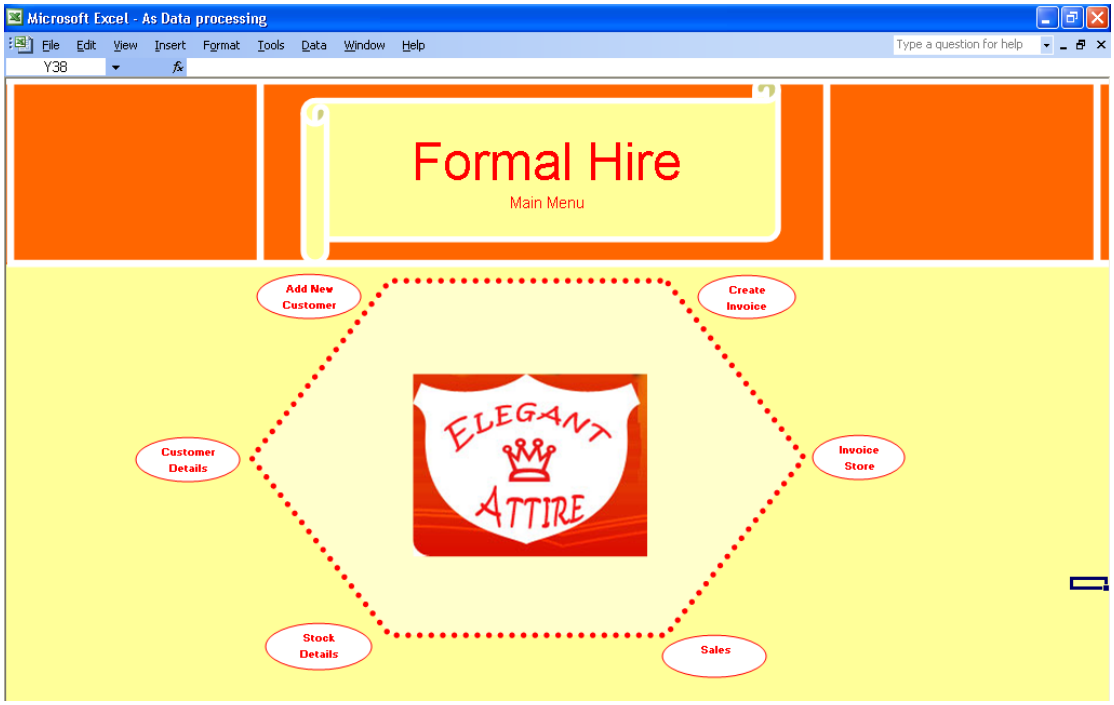
Enabling the Macros


Security Warning
"N:\AS Dataprocessing Spreadsheet\As Data processing.xls" contains macros.
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
Disable Macros
Enable Macros
More Info

The spreadsheet holds macros so it is important to enable the macros before you open the spreadsheet. Click Enable Macros

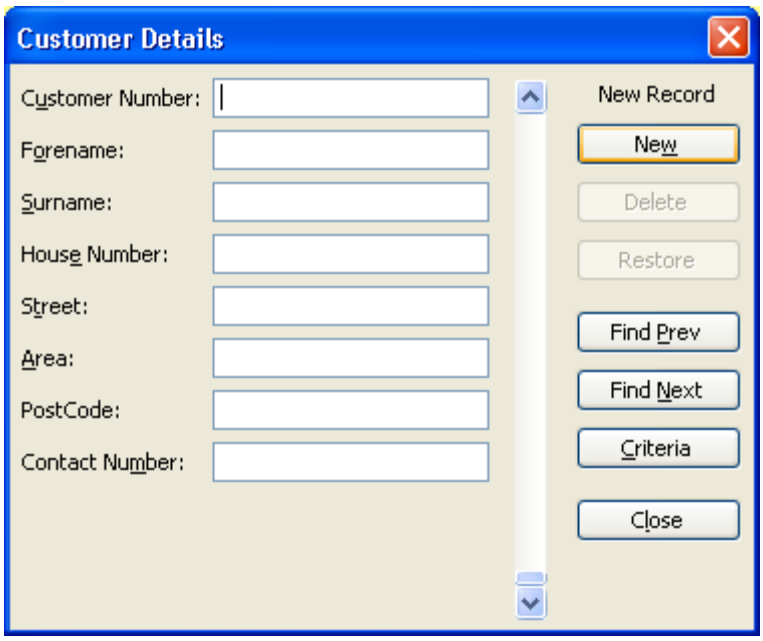


Using the Main Menu

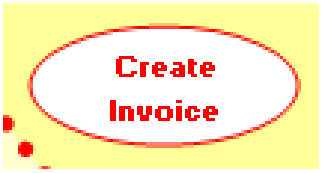


There are six major parts to the spreadsheet and these can be found on the main menu. You are required to click on the options to be taken to the different areas of the spreadsheet.

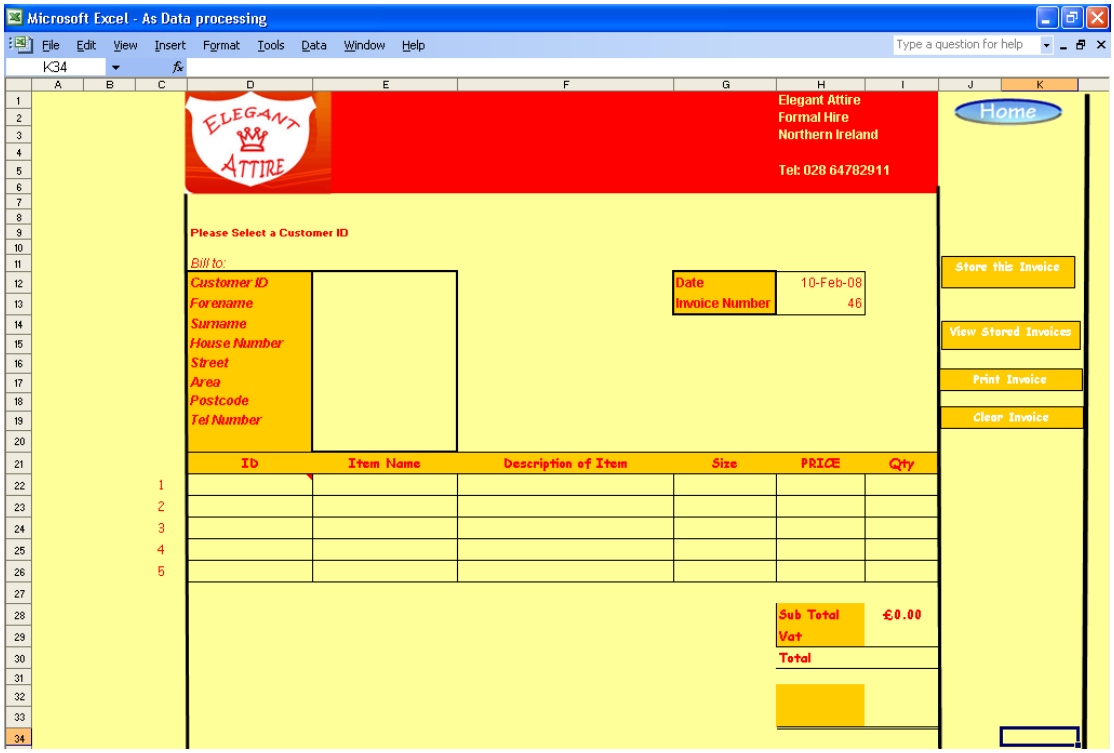
Click on Add New Customer



You will open a form and can add a new customer details to the customer worksheet.

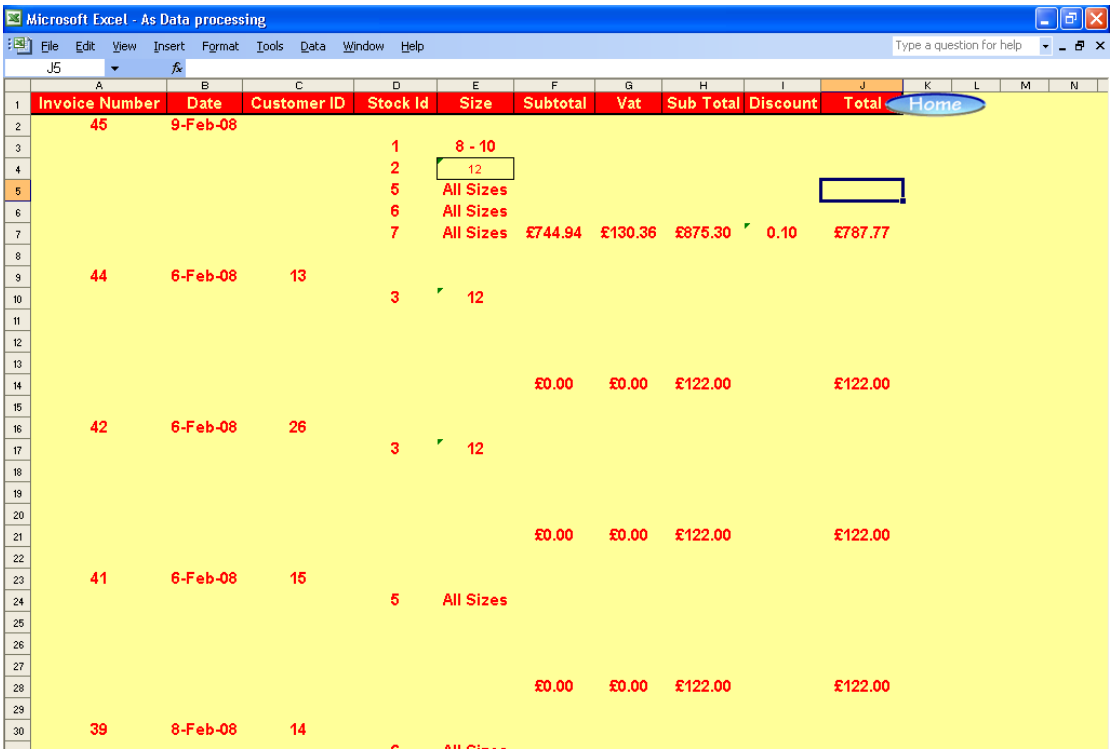


Click on Create Invoice



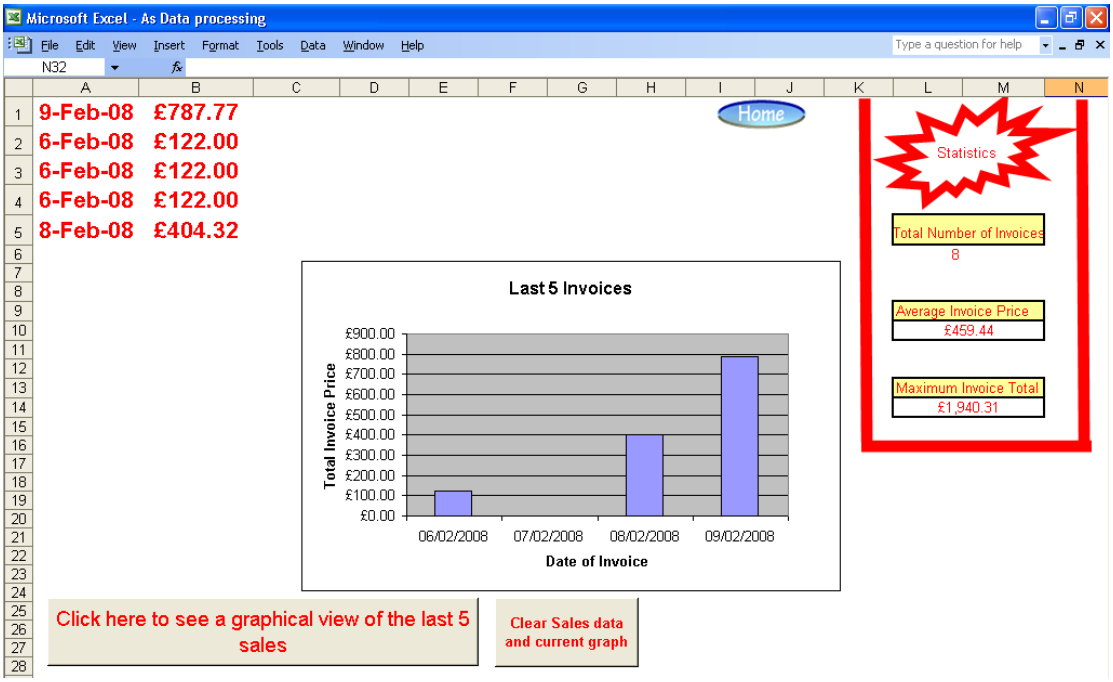
When you click on Create Invoice button you will be taken to the Create Invoice worksheet when you can create, store and print a customer invoice.

Click on Invoice Store



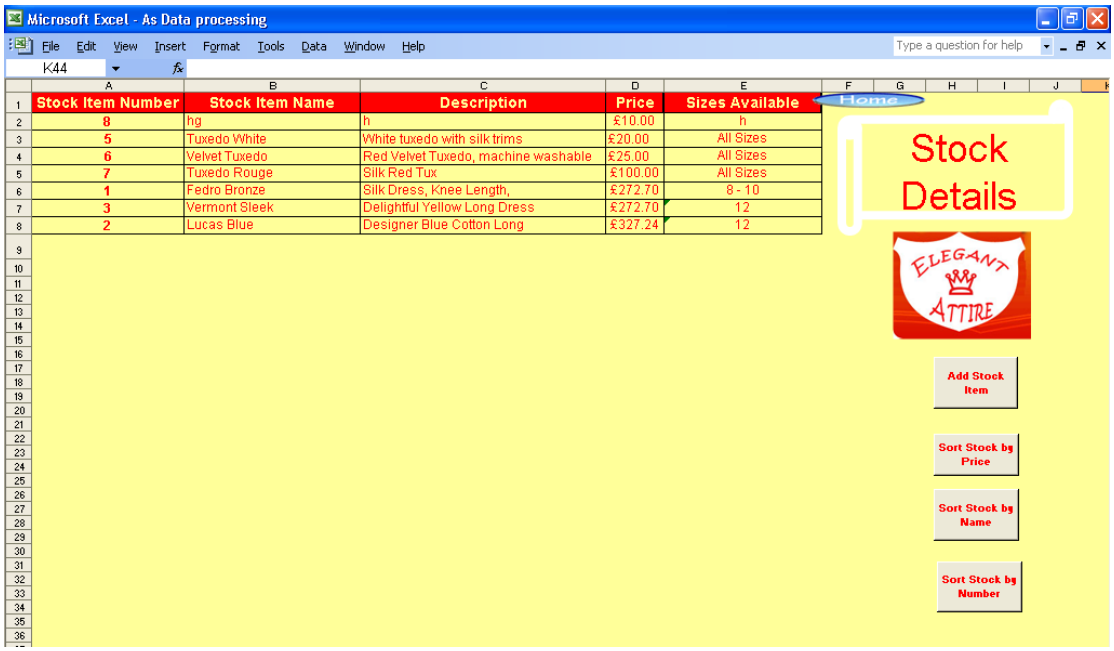
When you click on Store Invoice button you will be taken to the Store Invoice worksheet when you view all previous invoices.

Click on Sales



When you click on Sales button you will be taken to the Sales worksheet when you view a graph of the last 5 invoices. You can see the total number of invoices, the average invoice price and the maximum price paid for an individual invoice.

Click on Stock Details


Microsoft Excel - As Data processing
File Edit View Insert Format Tools Data Window Help
Type a question for help
K44
Stock Item Number
Stock Item Name
Description
Price
Sizes Available
8 hg h £10.00 h
5 Tuxedo White White tuxedo with silk trims £20.00 All Sizes
6 Velvet Tuxedo Red Velvet Tuxedo, machine washable £25.00 All Sizes
7 Tuxedo Rouge Silk Red Tux £100.00 All Sizes
1 Fedro Bronze Silk Dress, Knee Length, £272.70 8 - 10
3 Vermont Sleek Delightful Yellow Long Dress £272.70 12
2 Lucas Blue Designer Blue Cotton Long £327.24 12
Home
Stock Details
ELEGANT ATTIRE
Add Stock Item
Sort Stock by Price
Sort Stock by Name
Sort Stock by Number

When you click on Stock Details button you will be taken to the Stock Details worksheet when you view all stock items. You can add a new stock item, and sort the stock by number, price and name.

Click on Customer Details

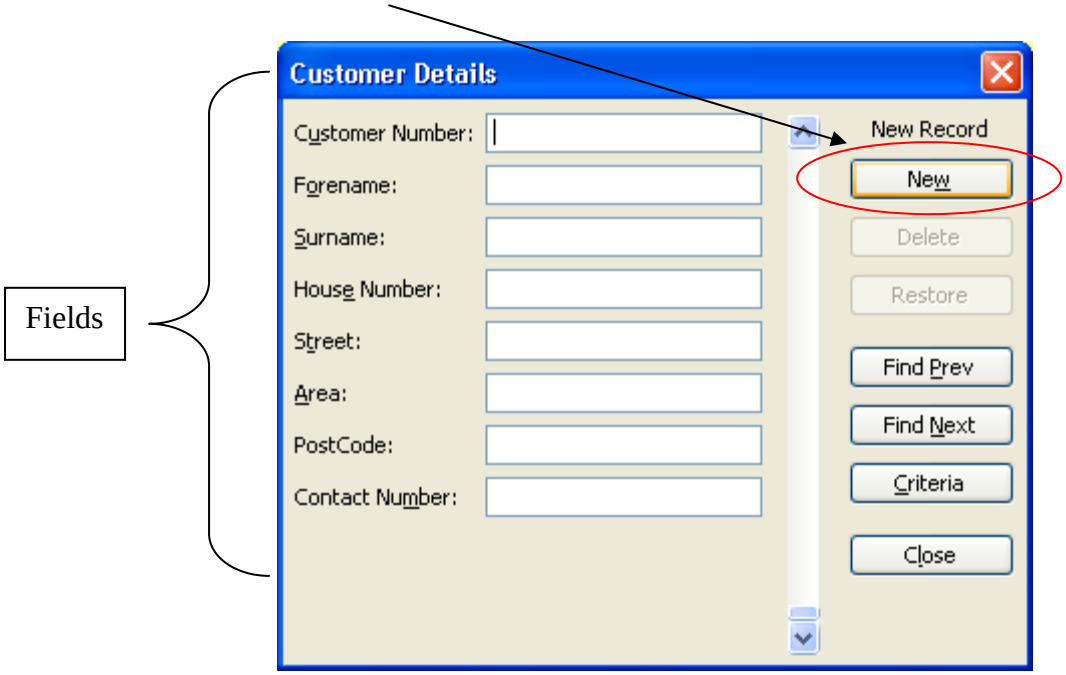
Customer Number	Forename	Surname	House Number	Street	Area	PostCode	Contact Number
8	Doherty	John	6	Coolpark road	Belfast	BT 8 6ND	90580623
9	Jones	Freddy	22	Cregagh rooad	Belfast	BT 6 4DR	90637451
10	Smith	Sally	54	Castlereag	Lisburn	BT 8 6KD	92237645
11	Brown	Joanne	3	Glenhue	Belfast	BT 8 6YJ	90287634
12	Collins	Terry	46	Castlerobi	Belfast	BT 8 9JR	90589247
13	Jones	Rachael	1	Ormeau	Belfast	BT 8 3KA	90237649
14	Williams	Joe	12	Glenholme	Belfast	BT 8 9KT	90128754
15	Jones	Anne	143	Park road	Lisburn	BT27 3FT	92348736
16	Anderson	Norma	43	Rosetta avenue	Belfast	BT 8 4FT	90580276
17	Browne	Heather	22	Ormeau	Belfast	BT 8 9JK	90207534
18	Smyth	Ivan	34	Lisnagarve	Lisburn	BT28 6GU	92205763
19	Smythe	Roy	4	Belsize road	Lisburn	BT28 4RG	92589367
20	Norman	Louise	7	Ardenlee avenue	Belfast	BT 7 9UW	90468833
21	Patterson	Noelle	88	Park close	Saintfield	BT26 8GT	97883367
22	Brown	Neil	56	Belfast road	Belfast	BT 8 9PL	90128745
23	Johnson	Norman	43	Cregagh road	Belfast	BT 8 3DK	90347722
24	Davidson	Susan	62	Antrim road	Carrickfer	BT38 9HR	93387734
25	Boyd	Angela	4	Down park	Lisburn	BT27 7SU	92453898
26	Boyde	Laura	45	Liffin road	Ballygowan	BT23 5XT	97587634
27	Davison	Julie	5	Albert road	Belfast	BT 8 8HT	90207564
28	Davidson	Tom	67	Amberly park	Belfast	BT 7 9IR	90234746
29	Dennison	Janet	54	Underwood	Belfast	BT 8 2JW	90219674
30	Boyde	Joe	33	Castlemore	Belfast	BT 6 4RF	90436482
31	Vance	Clifford	25	Stoneyford	Belfast	BT 6 8TG	90589927
32	Maginn	Colin	63	Greenwood	Belfast	BT 8 9SK	90587392
33	Peterson	Robert	24	Victoria park	Belfast	BT 7 3DF	90238749
34	Mckiernan	Michelle	55	Beechwood	Lisburn	BT27 2GE	92648299
35	Palmer	Gavin	244	Newtown road	Belfast	BT 8 7UJ	90483010
36	Cullen	Kate	3	Hill street	Belfast	BT 8 9FS	90652966
37	Collins	Lucy	7	Orby road	Belfast	BT 8 5TG	90456923
38	Jones	Paul	23	Glencroft Windssor	Belfast	BT 8 4RK	90589466

When you click on Customer Details button you will be taken to the Customer Details worksheet when you view all Customer details. You can add a new customer, and sort by the customer number and name.

How to Add a New Customer

When you click on the option to add a new customer the following form will be loaded.

Select the New button

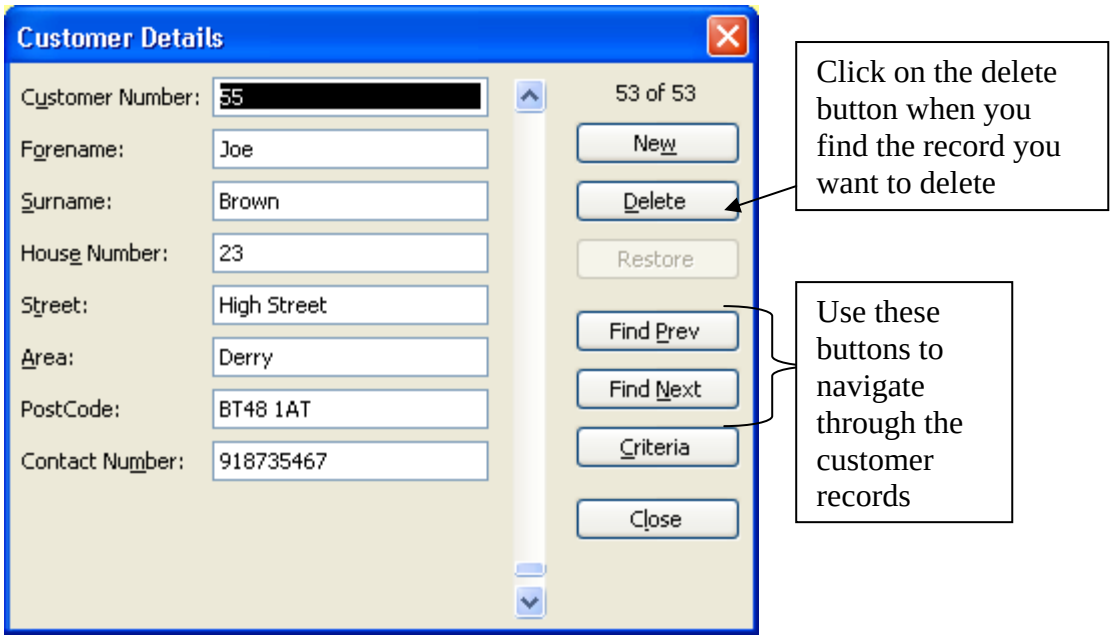


Field	Entry requirements into the field
Customer Number	This is a Number Field. E.g.59 Check the last customer Number and increment by 1
Forename	This is a Text Field. Enter a Customer Forename e.g. Joe Between 1 and 15 characters
Surname	This is a Text Field. Enter a Customer Surname e.g. Brown Between 1 and 15 characters
House number	Enter the customer Number e.g. 23 Number allowed between 1 and 3000 digits
Street	This is a Text Field. Enter the street name e.g. High Street Between 1 and 15 characters
Area	This is a Text Field. Enter the Area e.g. Belfast Between 1 and 10 characters
Post code	Text Field

	Between 1 and 10 characters
Contact number	Number Number allowed between 1 and 10000000000 digits

How to Delete a Customer

Click on the add customer button and you can delete a record using the same form.

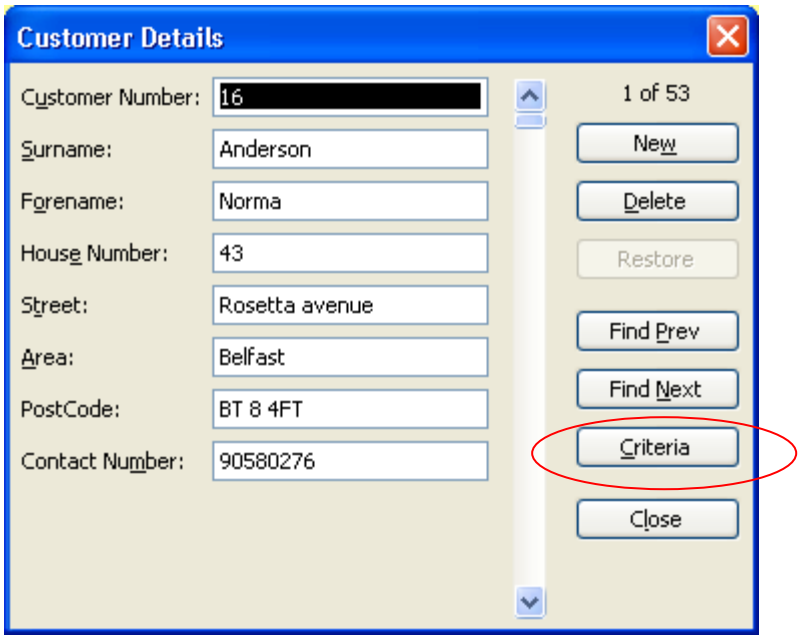


When you select the delete button you will be asked are you sure you want to delete the displayed record.

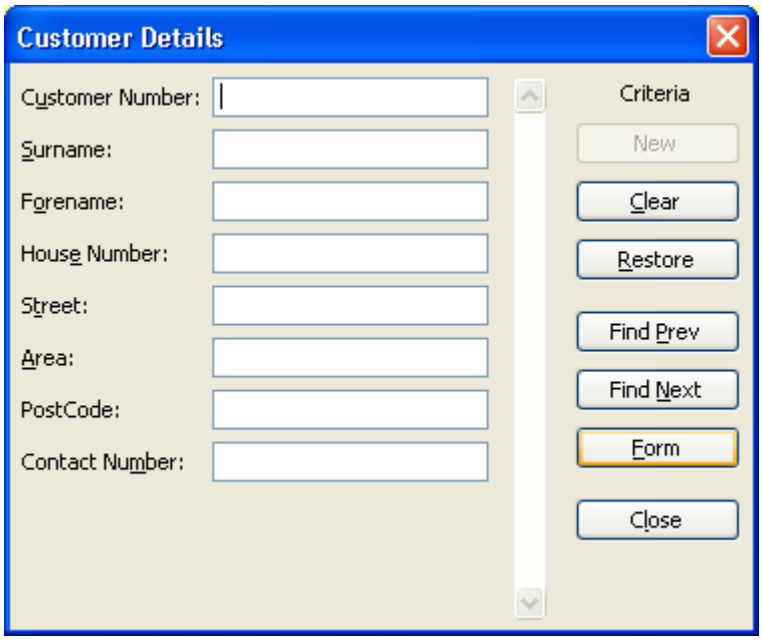
Click OK and the record will be removed from the customer table

How to Search for a Customer

It is possible to search for a customer if you know some criteria about the customer. You can enter into the fields below any criteria you do know. To do this:

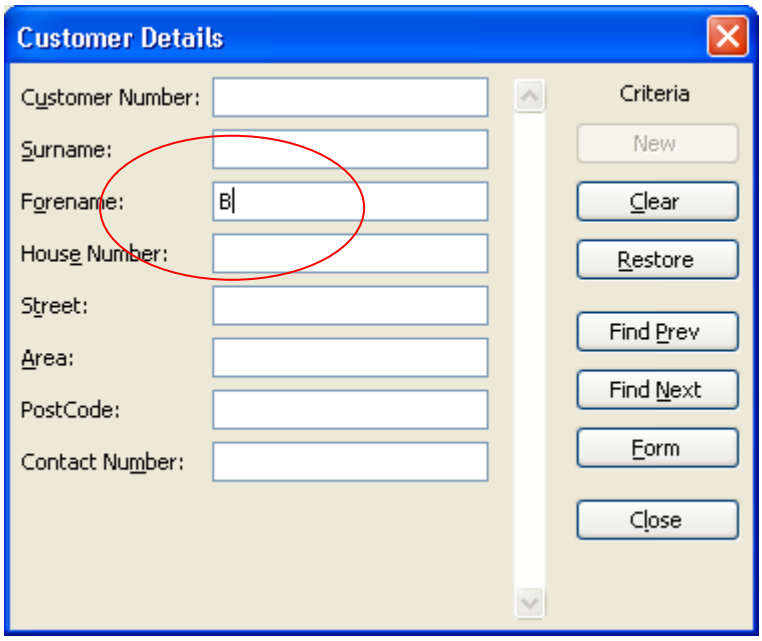


Click on the Criteria button

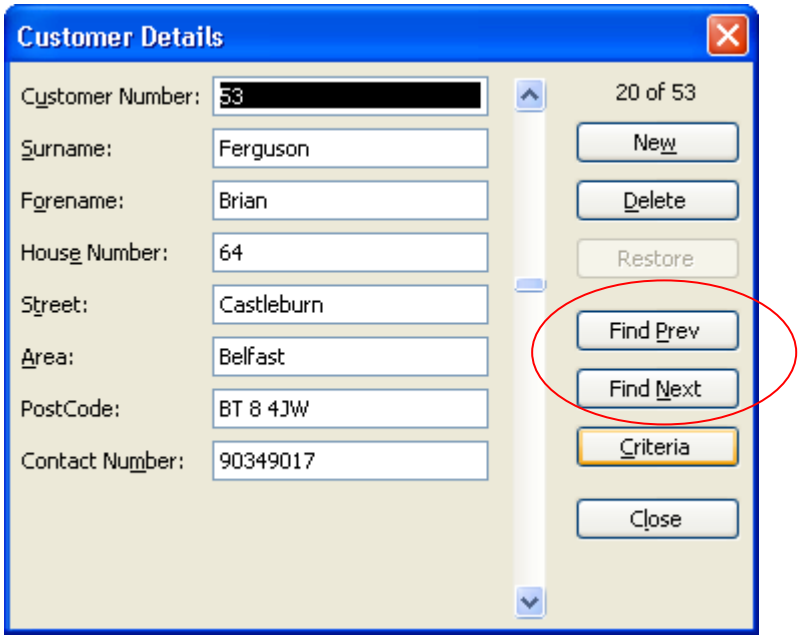


You can enter a value into any of the fields above.

For example you could enter a B into the forename field



If there is more than one option found you can use the browse option to scroll through.



Sorting Customer Details

Sort By Customer Number

Sort by Customer Surname

It is possible to Sort the Customer Details by their Number of by their Surname.

This can be used to help find a customer quickly of you don't use the form option.

Sample of customer details sorted by customer number

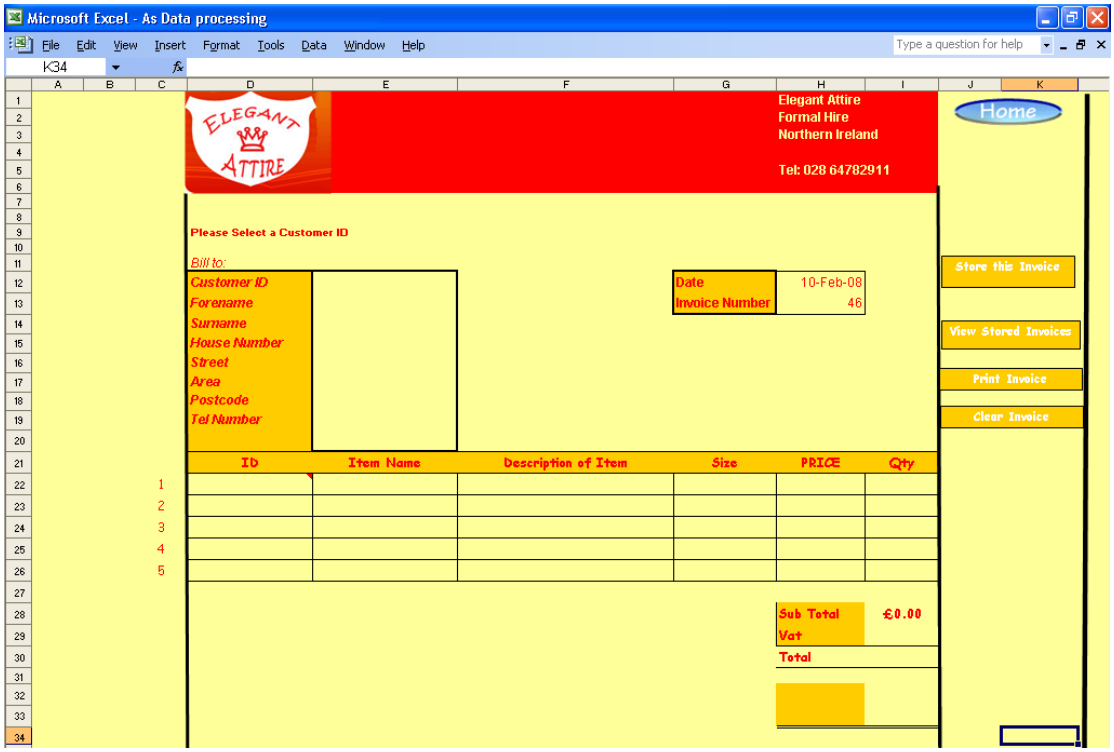
Customer Number	Surname	Forename	House Number	Street	Area	PostCode	Contact Number
8	Doherty	John	6	Coolpark road	Belfast	BT 8 6ND	90580623
9	Jones	Freddy	22	Cregagh rooad	Belfast	BT 6 4DR	90637451
10	Smith	Sally	54	Castlereag	Lisburn	BT 8 6KD	92237645
11	Brown	Joanne	3	Glenhue	Belfast	BT 8 6YJ	90287634
12	Collins	Terry	46	Castlerobi	Belfast	BT 8 9JR	90589247
13	Jones	Rachael	1	Ormeau	Belfast	BT 8 3KA	90237649

Sample of customer details sorted by Surname

A	B	C	D	E	F	G	H
Customer Number	Surname	Forename	House Number	Street	Area	PostCode	Contact Number
16	Anderson	Norma	43	Rosetta avenue	Belfast	BT 8 4FT	90580276
57	Anderson	John	34	Ballyskeag	Belfast	BT19 4FT	90288543
25	Boyd	Angela	4	Down park	Lisburn	BT27 7SU	92453898
26	Boyde	Laura	45	Liffin road	Ballygowan	BT23 5XT	97587634
30	Boyde	Joe	33	Castlemore	Belfast	BT 6 4RF	90436482
11	Brown	Joanne	3	Glenhue	Belfast	BT 8 6YJ	90287634
22	Brown	Neil	56	Belfast road	Belfast	BT 8 9PL	90128745

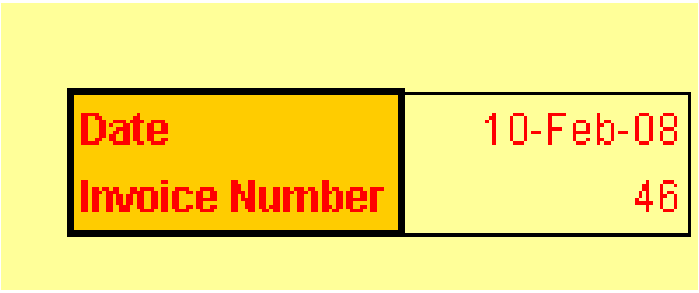
Creating an Invoice

To create an invoice you must select the Create Invoice option from the main menu.

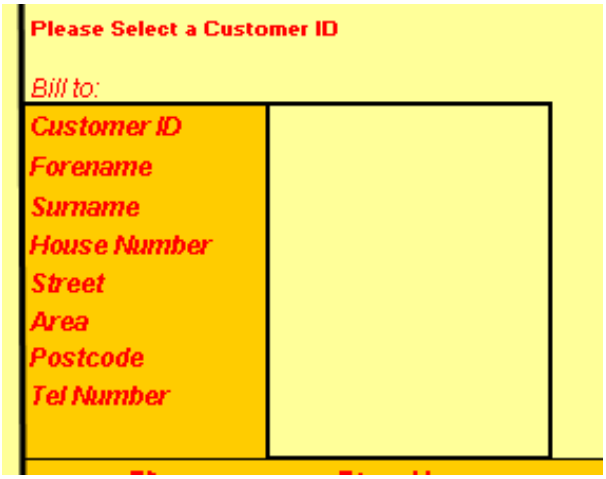


You will notice that the date and Invoice number are already entered onto the worksheet.

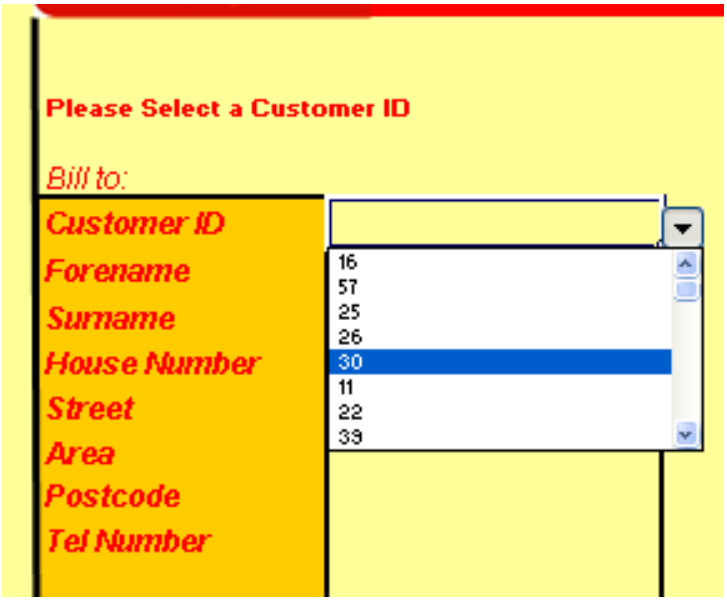
The invoice Number is unique for that Invoice.



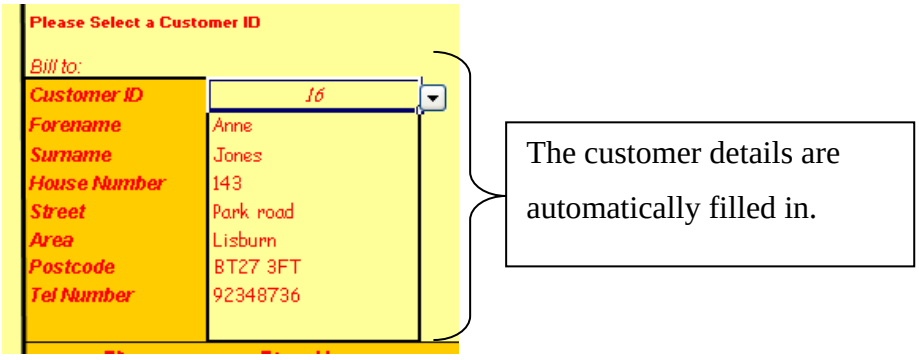
Selecting a Customer



You are required to choose a customer number from the list of customer numbers.

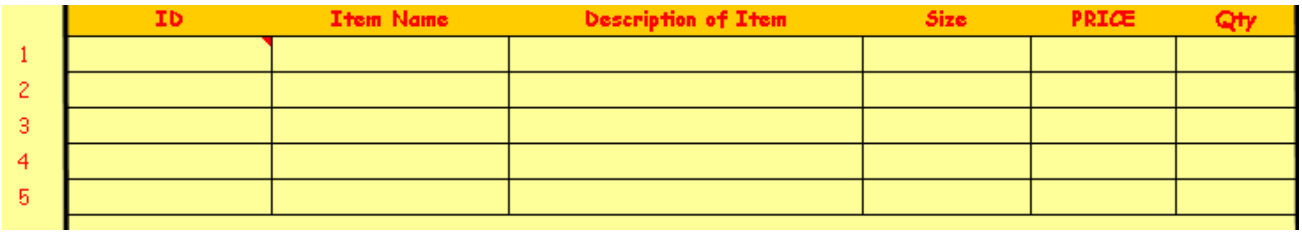


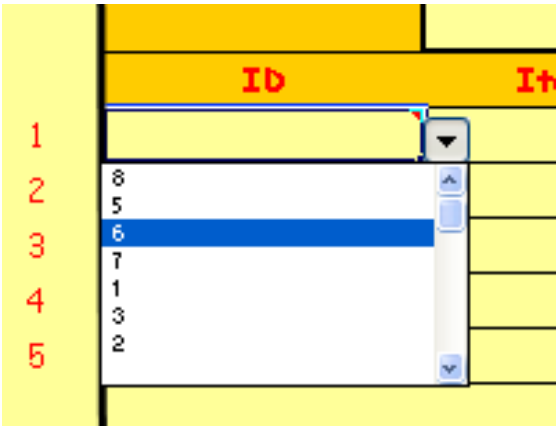
When you select a customer Number the appropriate details of that customer are filled in on the invoice.



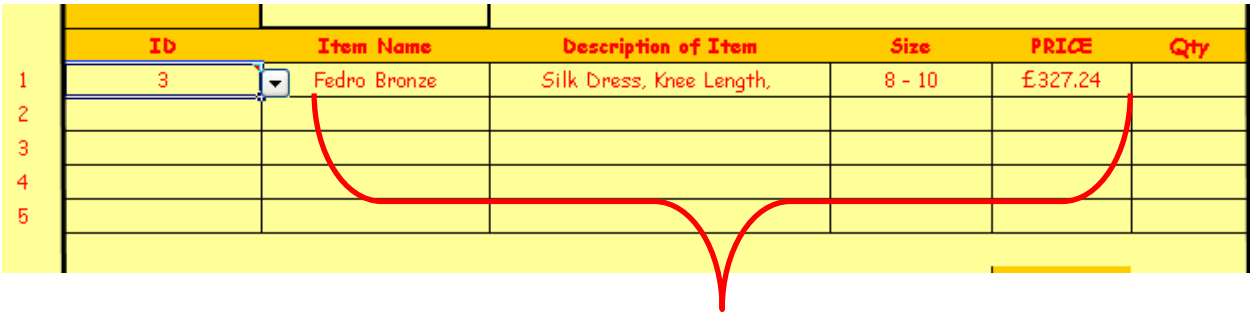
Choosing a stock item for the Invoice

You have the option to choose five different stock items for each order.



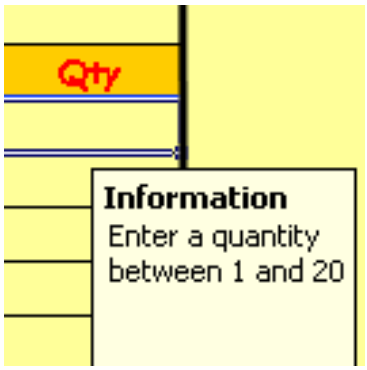


To select a stock Item, choose the arrow to the right of the first stock item cell.

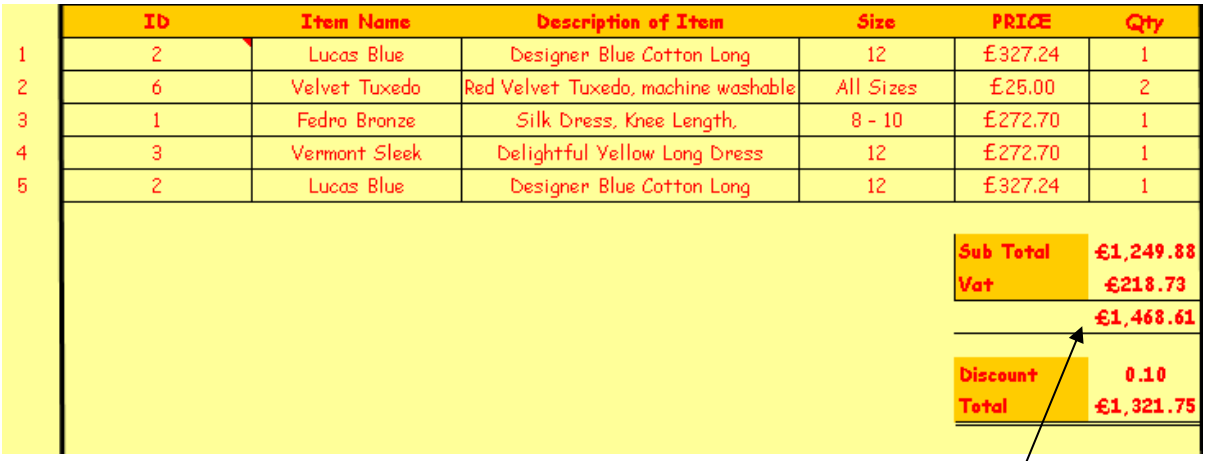


When you choose a stock item the Item name, description of the item, size and price are automatically filled in on the invoice.

However you are required to enter a quantity.



You have the option to select 5 items.

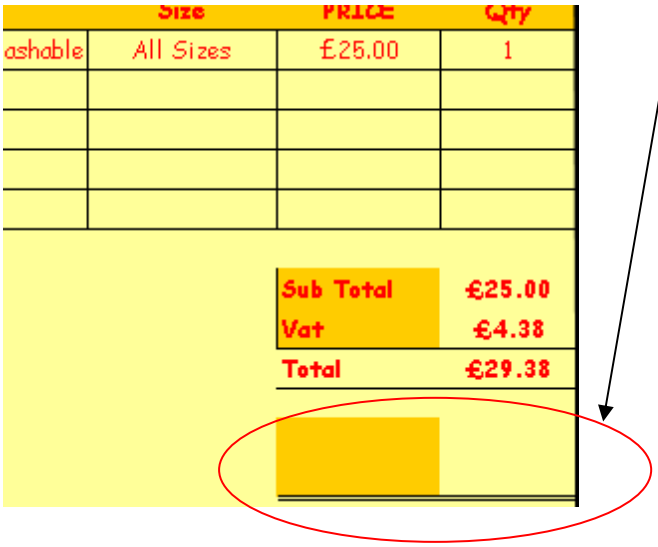


	ID	Item Name	Description of Item	Size	PRICE	Qty
1	2	Lucas Blue	Designer Blue Cotton Long	12	£327.24	1
2	6	Velvet Tuxedo	Red Velvet Tuxedo, machine washable	All Sizes	£25.00	2
3	1	Fedro Bronze	Silk Dress, Knee Length,	8 - 10	£272.70	1
4	3	Vermont Sleek	Delightful Yellow Long Dress	12	£272.70	1
5	2	Lucas Blue	Designer Blue Cotton Long	12	£327.24	1

Sub Total	£1,249.88
Vat	£218.73
	£1,468.61
Discount	0.10
Total	£1,321.75

The totals are calculated automatically.

Discount – You are entitled to a discount if you pay more than £200. The discount is calculated at 10% of the sub total plus vat. If you re not entitled to a discount then this discount option will not be visible.



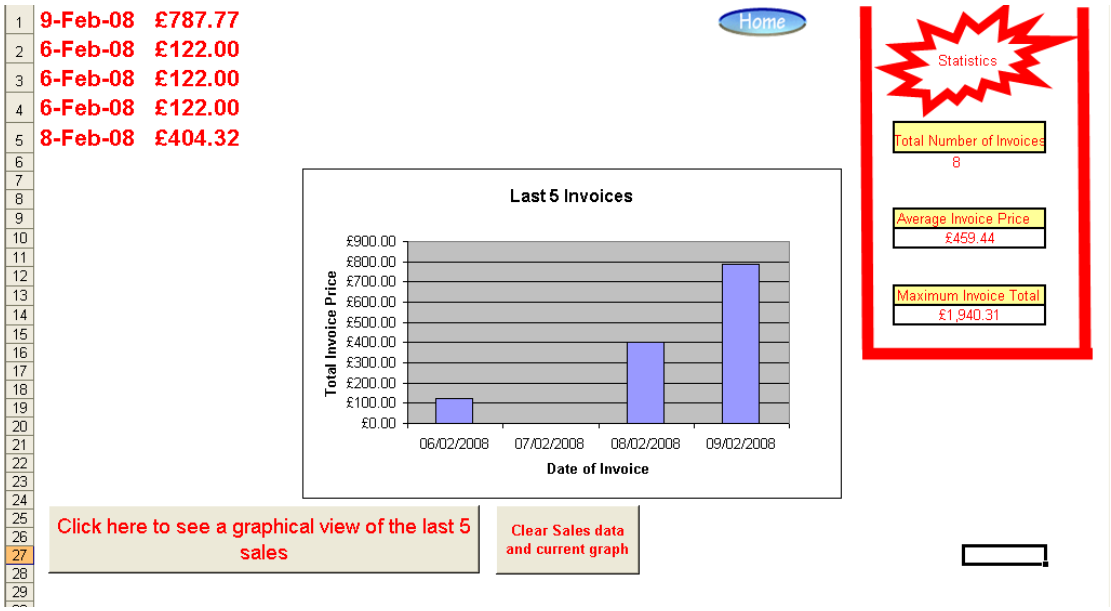
	Size	PRICE	Qty
ashable	All Sizes	£25.00	1

Sub Total	£25.00
Vat	£4.38
Total	£29.38

Sales Worksheet

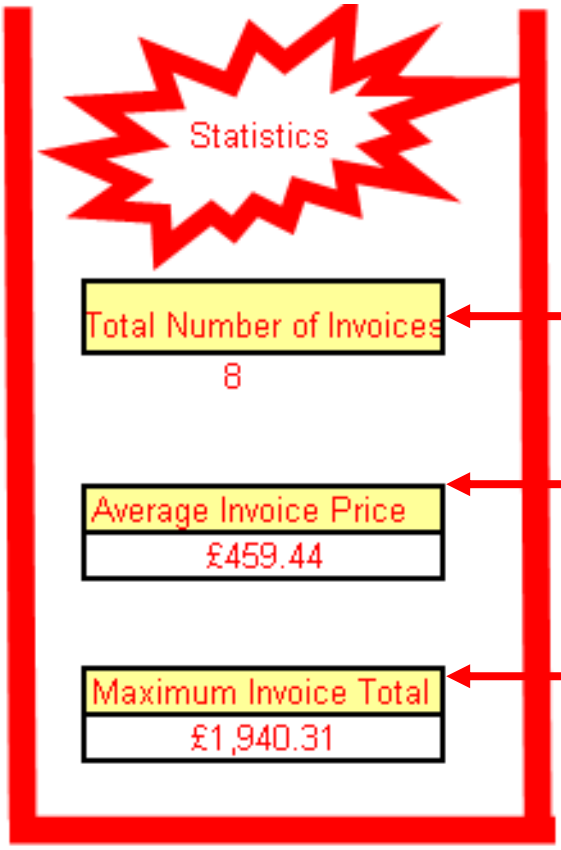
The sales page is an information page about all the invoices that have been stored. It gives graphical details about the last 5 Invoices Received.

It is a quick way of gathering information and would be particularly useful for a manager.



To **refresh** the graph details you should click the following button

To clear the current graph details and data just click the following button



It is possible to use the sales worksheet for statistics.

You can see from the list the:

Total number of invoices

You can see the:

Average Invoice Price

You can also see the:

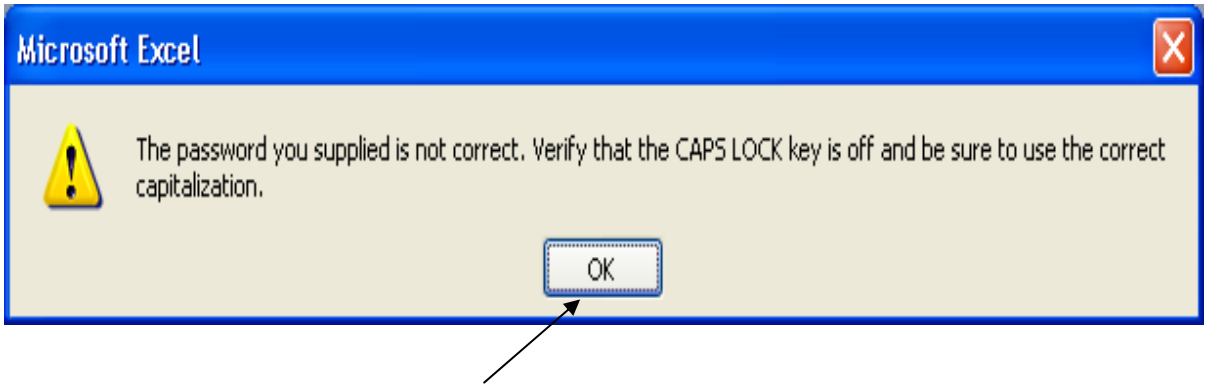
Maximum invoice total.

- All these statistics are updated automatically by the system

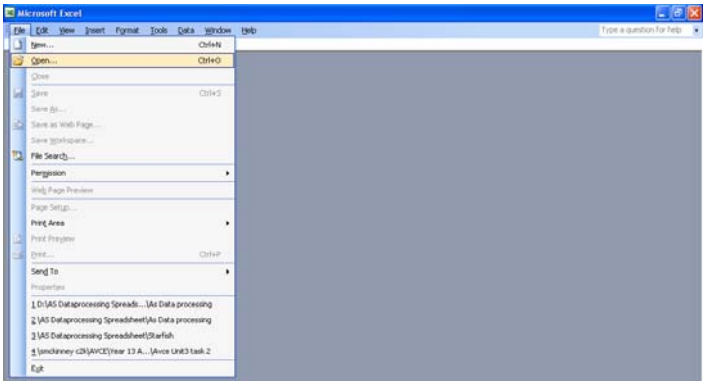
Trouble Shooting

When Logging into the system:

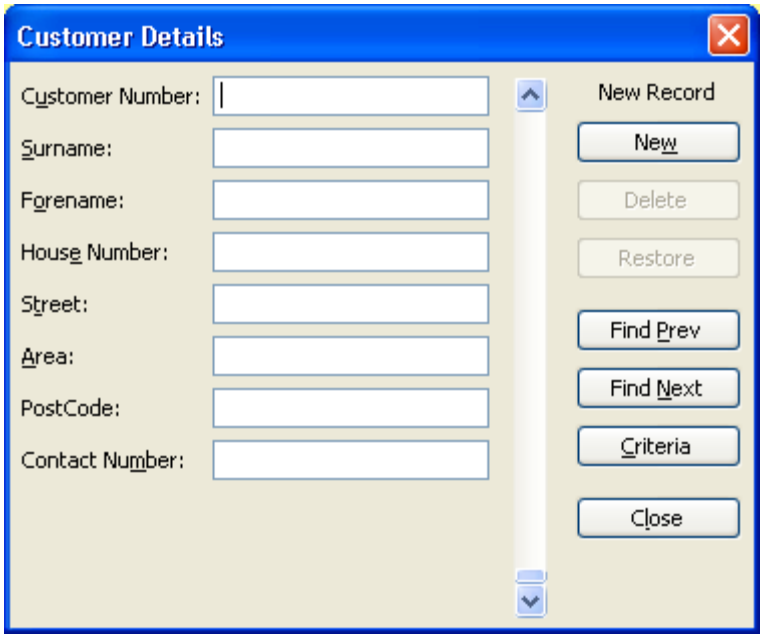
If you receive the following message when you enter the password, it simply means that you may have entered the wrong password or that the cap locks is on.


Microsoft Excel
The password you supplied is not correct. Verify that the CAPS LOCK key is off and be sure to use the correct capitalization.
OK

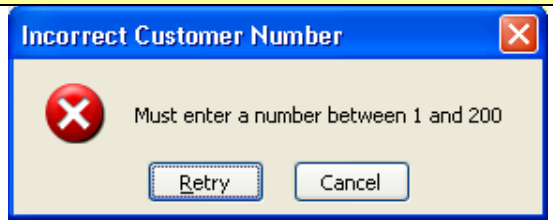
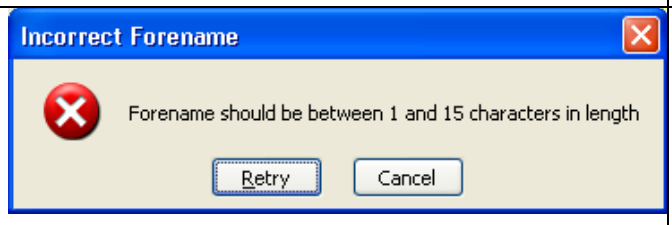
Simply click the ok option. You will be required to reopen the application again and follow the steps for logging in.

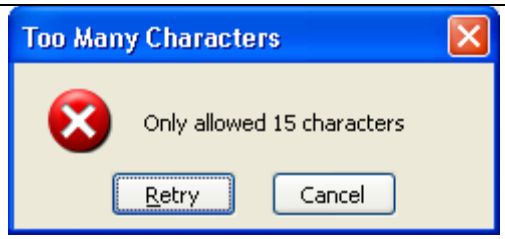
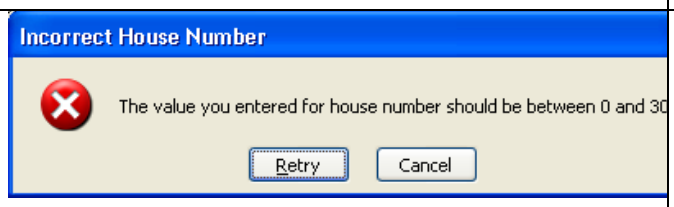
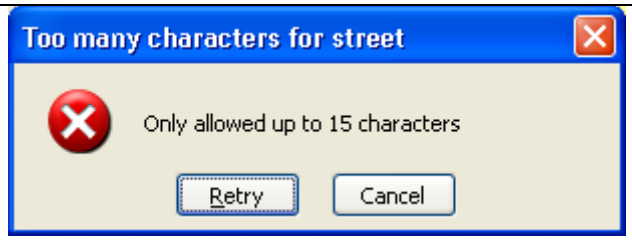
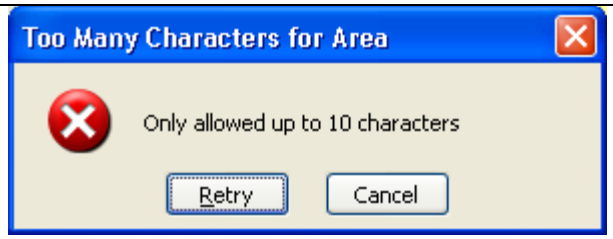
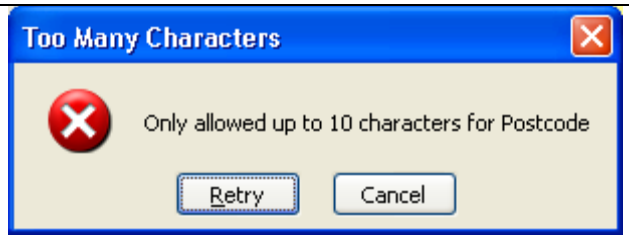


Problems when adding a new Customer

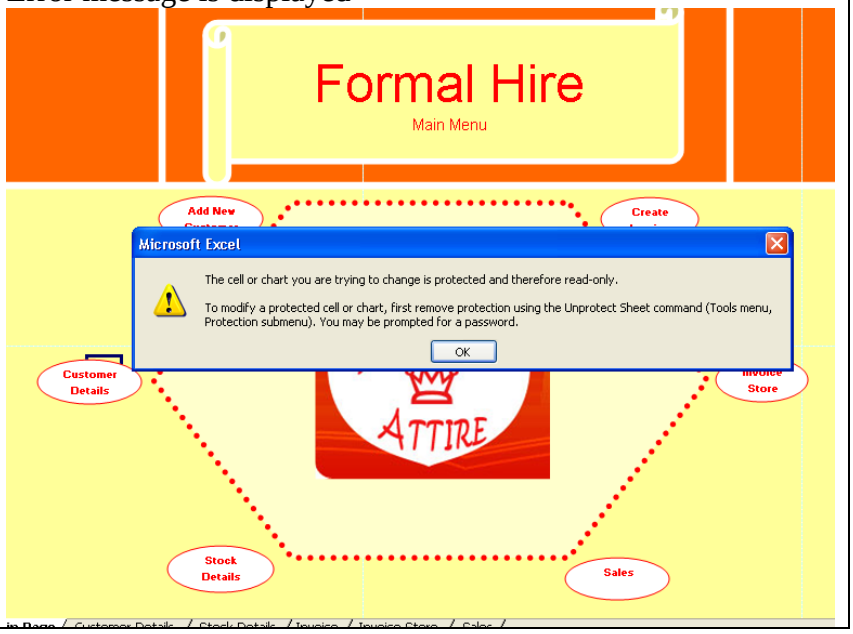


Sometimes when entering data into a form you receive messages. The table below explains what it means and how to correct the mistake made. Click Retry when you receive an error message.

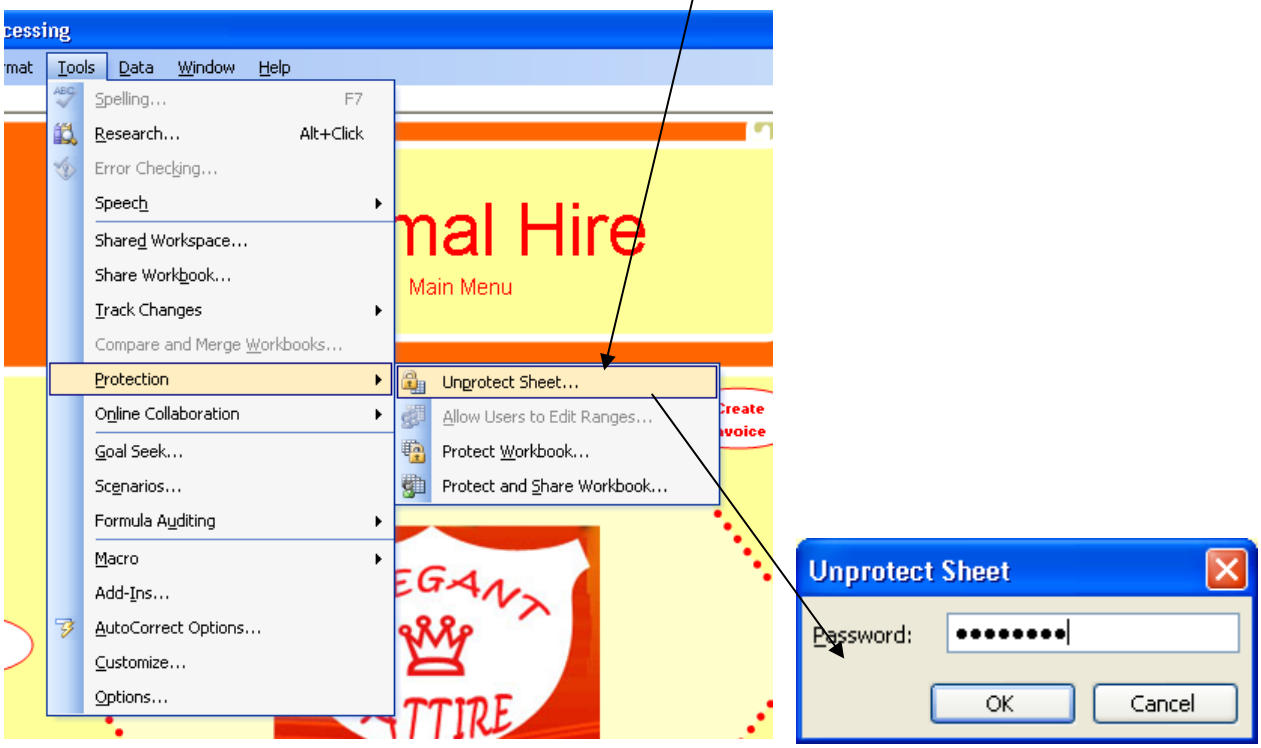
Field	Error Message	Entry requirements into the field
Customer Number		This is a Number Field. E.g.59 Check the last customer Number and increment by 1 It should be a number between 1 and 200
Forename		This is a Text Field. Enter a Customer Forename e.g. Joe Between 1 and 15 characters

Surname		This is a Text Field. Enter a Customer Surname e.g. Brown Between 1 and 15 characters
House number		Enter the customer Number e.g. 23 Number allowed between 1 and 3000 digits
Street		This is a Text Field. Enter the street name e.g. High Street Between 1 and 15 characters
Area		This is a Text Field. Enter the Area e.g. Belfast Between 1 and 10 characters
Post code		Text Field Between 1 and 10 characters
Contact number		Number Number allowed between 1 and 10000000000 digits

Protection on the Main Menu

You may receive the following error message if you try and make changes to the main menu. This is because it is protected.	Error message is displayed 

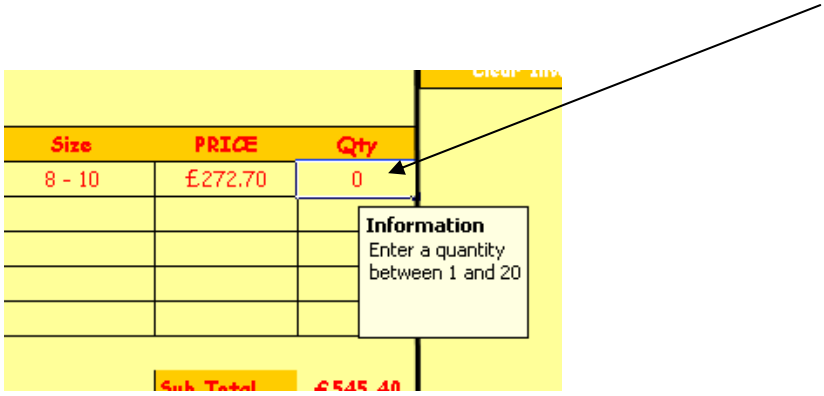
It is possible to remove the protection. To do this click on Tools and then Protection and then unprotect sheet



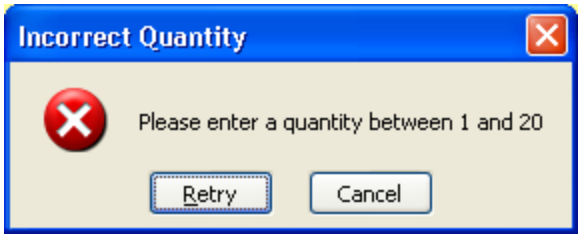
Enter the password which is password to unprotect the sheet.

Validation messages on the Invoice worksheet

When entering a quantity into the invoice it must be between 1 and 20.

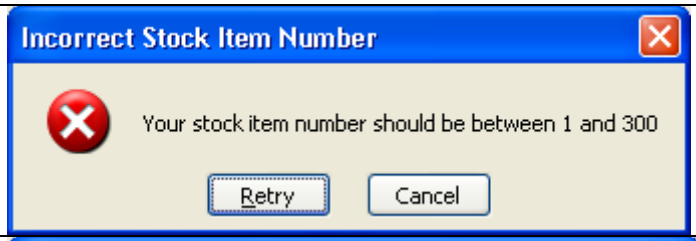


If a value of 0 or greater than 20 is entered an error message should be displayed



Press Retry and enter an acceptable number.

Problems when adding new Stock

Field	Error Message	How to correct the data input.
Stock Item Number		You must enter a number between 1 and 300
Stock Item Name		You must enter a name that is greater than 1 but more than 15 characters
Description		You must enter a description that is greater than 1 but more than 50 characters
Price		You must enter a price that is greater than 1 but more than 500
Sizes available		You must enter a size availablethat is greater than 1 but more than 15 characters